

WHEN WILL UTAH JOB MATCH BE AVAILABLE?

For career service employees, also known as Schedule B employees, the Utah Job Match system will be available in January 2004. You will need to apply to all internal and state job vacancies via the Utah Job Match system. Temporary, appointed and time-limited employees, also known as Schedule A employees, will not be able to view or apply to career service internal or statewide positions.

The online application system for jobs open to the public will begin in March 2004. From that point on, all applications for state jobs must be submitted via the Utah Job Match system. Utah Skill Match resumes and coversheets will no longer be accepted.

Check our website frequently for updates and other important news and information.



The State of Utah is an equal opportunity employer. The State provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information, please contact the Department of Human Resource Management at (801) 538-3025

or

TTY (801) 538-3696



For more information about the Utah Job Match online application system, please contact:

State of Utah
Dept. of Human Resource Management
State Office Building
Suite 2120
Salt Lake City, UT 84114
(801) 538-3025
TTY (801) 538-3696

or online at

www.statejobs.utah.gov

Utah Job Match for State Employees



**Utah's One Stop Application
for State Jobs**

Apply online today!

www.statejobs.utah.gov

State of Utah
Department of Human Resource Management
www.dhrm.utah.gov

UTAH JOB MATCH

WHY A NEW SYSTEM?

There are many reasons why the State of Utah Department of Human Resource Management made the decision to create a new online application system. In a nutshell, we wanted you, the job seeker, to have a more informative and accessible way to apply for state positions. With Utah Job Match you can:

- Access the system 24 hours a day, 7 days a week
- View job announcements on the internet
- Apply directly for jobs that match your interests and skills
- Check the status of your application
- Modify your resume to fit the job you are applying for
- Answer job-related questions for specific job openings

No Internet access at home? That's OK. You can use the Internet for free at your local Workforce Services Employment Center, city and county libraries, or at some state agencies.

CREATING AN ONLINE ACCOUNT

To apply for state positions, you will need to create an online account which holds your profile information such as your name and contact information. Follow the steps below to create your online account.

1. **Connect** to the Internet and go to www.statejobs.utah.gov.
2. **Click** on the Create Account button.
3. **Complete** the requested information and then click Next. This information is confidential and is only used for security purposes, i.e. you forget your password.
4. **Select** a logon ID and a password. Click Next.
5. **Write** this information down and keep it in a safe place for future use.
6. **Complete** the Contact Information.
7. **Complete** the Profile Information.
8. **Enter your Employee Identification Number (EIN)**. This is how Utah Job Match recognizes you as a state employee. You will not be able to see internal and state only recruitments without entering your EIN.
9. **Apply** for positions!



APPLYING FOR POSITIONS

Ready to move up the career ladder? Got your eye on that promotional opportunity? Maybe you're ready to move on to another state agency. Utah Job Match is a change from business as we know it. Both internal and statewide opportunities for career service

employees will be filled through Utah Job Match. This means that you must create your account and apply online to be considered for these job openings. Access the system 24 hours a day, seven days a week. Once you have created your account, you can apply for open jobs any time.

Follow these simple steps:

1. **Login** to Utah Job Match.
2. **Click** on the Open Jobs link on the left of the screen, or on the "Click to view Open Jobs".
3. **Choose** a sort option and then click on the Go button.
4. **View** a Job Announcement by clicking on the job title.
5. **Apply** for a job by clicking on the appropriate Apply button. This will take you to the application section.
6. **Answer** all the questions by choosing the appropriate choice from the dropdowns, or by typing or pasting text into the Supporting Documentation boxes.
7. **Click** on the Save button at the bottom of the page when you are finished. You may edit your answers to these questions until the closing date of the job.
8. **Check** the status of your application by looking at the Status in the History screen.